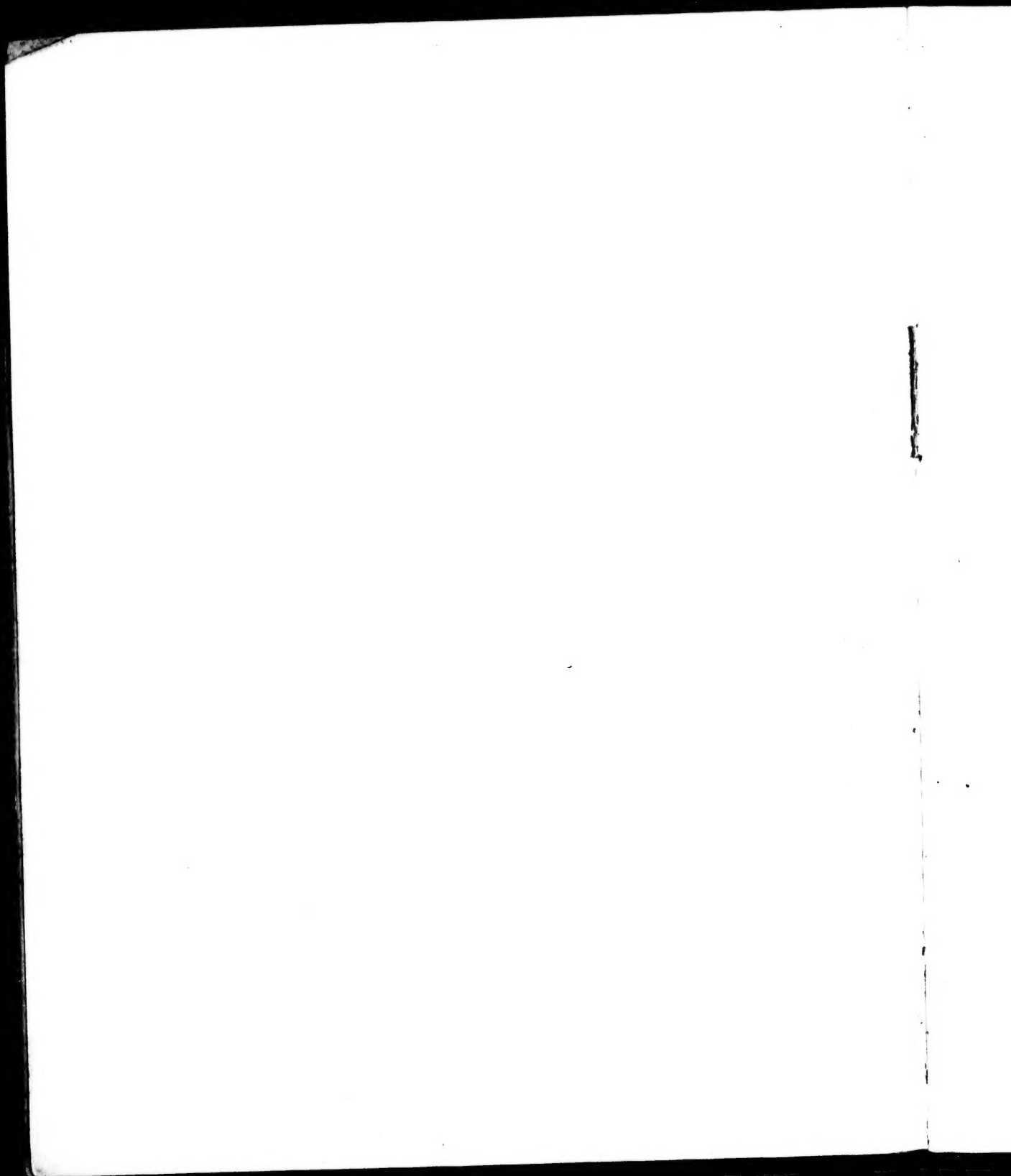


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STANDING RULES OF ORDER

**Of the Council of the Corporation of the
United Counties of Leeds and Grenville.**

BY-LAW No. 745

By-Law to regulate the proceedings of the Council.

Passed November 30th, 1897.

Be it enacted by the Council of the Corporation of the United Counties of Leeds and Grenville, and it is hereby enacted as follows:

1. The regular sessions of the Council shall be held in the Council Chamber in Brockville at the following times, namely. At two o'clock in the afternoon of the fourth Tuesday in January; at four o'clock in the afternoon of the third Tuesday in June; and at four o'clock in the afternoon of the third Tuesday in November.

2. The Warden may call special sessions as provided by law, and shall give at least three days' notice thereof to each member of the Council.

3. The hour for all meetings of the Council, except on the first day of each session, shall be two o'clock in the afternoon, unless otherwise provided for by resolution.

4. Should the Warden not be in attendance within fifteen minutes after the time appointed for any meeting of the Council, the Clerk may call the meeting to order, for the purpose of appointing a chairman, who shall preside until the arrival of the Warden.

5. If at the time appointed for meeting there should not be a quorum, the Warden (or in his absence the chairman) may take the chair, and if after the lapse of fifteen minutes there should still be no quorum, he may with the consent of the majority of those present, adjourn the meeting, and the time of such adjournment, and the names of those present, and the time for resuming business, shall be recorded in the minutes.

6. All other adjournments shall be by motion, naming the time for next meeting.

7. When the council adjourns the members shall keep their seats until the Warden or Chairman has left the chair.

8. A motion to adjourn shall always be in order, except when a vote is being taken, or a member speaking.

9. It shall be the duty of the Warden or Chairman to preside at all meetings of the Council, to preserve order and decorum, and to decide all questions of order subject to an appeal to the Council, stating the rule or practice on which his decision is founded.

10. At the first meeting in each day, immediately after the Chair is taken, the roll of members shall be called and the clerk shall read over the minutes of the previous day, if any, when any errors that may exist shall be corrected, and the Warden and Clerk shall then sign the minutes; excepting at the last day's sitting of each session, when the minutes shall be read at the end of the sitting.

11. The Warden shall not take part in debate except in committee, but in case of a tie he may state facts and give his reasons for voting.

12. The Warden shall be ex-officio a member of all committees of the Council.

13. At the first regular session of the council in each and every year, a Special Committee shall be appointed to select the following Standing Committees for the then current year, to consist of not less than five members each; excepting the Executive Committee, which shall consist of the Warden and four members; and the House of Industry Committee, which shall consist of three members.

- | | |
|-----------------------|-----------------------------|
| 1. Executive. | 5. Roads and Bridges. |
| 2. Finance. | 6. Agriculture. |
| 3. County Property. | 7. Education. |
| 4. Assessment. | 8. Printing and Stationery. |
| 9. House of Industry. | |

14. Every member, before beginning to speak, shall rise from his seat, and addressing the Warden or Chairman shall confine himself to the question or motion under discussion. He shall avoid all personalities and improper language, he shall not speak disrespectfully of Her Majesty the Queen, nor of any person connected with the administration of the country, and shall sit down as soon as he is done speaking.

15. No member shall interrupt another while speaking, except for the purpose of raising a point of order, when he shall rise to his feet, quote the rule applicable, without debate, and take his seat.

16. When two or more councillors rise to speak simultaneously, the Warden shall name the one who shall speak first, and the others shall sit down.

17. A councillor called to order shall sit down unless he be permitted by the Warden or Chairman to explain, and the council, if appealed to, shall decide the question of order.

18. No councillor may speak more than once to the same question except the mover, who shall have the right of reply when all other speakers shall have finished, providing that any councillor conceiving himself misunderstood

stood may explain, but so that no new matter be introduced by him.

19. Any councillor may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member speaking.

20. Every motion presented to the chair shall be written in ink, excepting in Committee of the Whole, when only resolutions changing the Report, By-Law, or other question under consideration shall be so written.

21. Every motion read by the Warden or Chairman shall be deemed to be in possession of the Council, and may only be withdrawn, before decision or amendment, by permission of the Council.

22. When the Warden or Chairman is of opinion that a motion offered to the Council is contrary to law, or to the rules and privileges of the Council, he shall apprise the members thereof immediately before submitting it to a vote, or he may rule it out of order and quote the law, rule or authority applicable, without argument or comment, subject to an appeal to the Council as provided in Rule 9.

23. No. motion for the re-consideration of a question previously disposed of, or to rescind a vote already taken, shall be considered carried unless a majority of the whole Council vote in favor thereof.

24. No member, except the mover, shall speak upon any motion, until it shall have been read from the chair.

25. When a question is under debate no motion shall be received unless to amend it, to postpone it, to adjourn, or to move the previous question.

26. The previous question, until decided, shall preclude all amendments of the main question, and shall be submitted, without debate, in the following words: "Shall the main question now be put?" and if this be carried in the affirmative, the original motion shall forthwith be voted upon without amendment.

27. Only one amendment to an amendment shall be allowed.

28. All amendments shall be put in the reverse order in which they are moved, except in filling up blanks and votes for money grants, when the longest time and the largest sum shall be put first; and every amendment submitted shall be reduced to writing, and be decided upon or withdrawn before the main question is put to vote.

29. Every member present when a question is put shall vote thereon, unless the Council shall excuse him, or he be personally interested in the question, but such interest must be resolvable into a personal pecuniary profit, or such as is peculiar to that member and not in common with the interests of the Country at large.

30. All Special Committees shall be appointed by the Council, and it shall be the duty of the clerk to furnish the first named member of the Committee, who shall be

chairman with a copy of the resolution appointing the Committee, and such member shall notify the other members of the time and place for the committee to meet.

31. A majority of the whole number of any committee shall be a quorum competent to proceed to business.

32. Every committee appointed to report upon any subject referred to it by the Council shall report in writing, and no report shall be presented to the Council as the report of any committee, unless signed by a majority of the committee, provided that the minority of any committee may present a written report on the matter referred to it, and such report shall be designated a "Minority Report."

33. When a motion to go into "Committee of the Whole" is carried, the Warden shall before leaving the chair, nominate a chairman of the Committee, who shall immediately take the chair without comment, and when the Committee arises shall report its proceedings to the Warden.

34. All resolutions in Committee of the Whole altering the original matter in a Report shall be included in the Appendix to the Minutes, at the end of the Report so changed, so as to clearly show the purport of such change.

35. All Standing Rules of the Council shall be observed in Committee of the Whole, so far as they may be applicable, excepting the rule limiting the number of times a member may address the Council.

36. In all motions for the appointment of any member of the Council, or of any other person to any office in the gift of the Council, the names of all candidates shall be submitted before any vote be taken, and the candidates shall be voted on separately, in the order in which they are proposed.

37. Members shall always take their places when a division is called for.

38. All accounts and claims against this Council must be presented on or before the first day of the session.

39. Every petition on being presented, may be read by the member who presents it or by the Clerk.

40. The Clerk shall hand over all papers, documents and accounts that come into his hands to the several Committees to which they respectively belong.

41. It shall be the duty of the Treasurer to prepare and lay before the Council not later than the first day of each session, a detailed statement of the receipts and expenditures since the last session of the Council.

42. All members of the Council shall receive three dollars per day, for actual service, either as councillors or on committees, exclusive of mileage.

43. Upon a division of the Council the names of those councillors who voted for, and of those who voted against any motion, shall be taken and entered upon the minutes if any two members demand that the Yeas and Nays be taken, and before any new business be entered upon.

NOTE—Clause 42 is amended by By-law No. 930, which makes the allowance to Councillors, while attending Council, five dollars per day.

BY-LAWS

44. Every by-law shall be introduced by a motion for leave, specifying its title, or a motion to appoint a committee to prepare and bring it in, or by an order from the Council on the report of a committee.

45. No By-Law shall be committed or amended until it shall have been twice read and any amendment thereto shall be made only in Committee of the Whole Council.

46. Every by-law shall receive three separate readings previous to being finally passed.

47. All by-laws shall be read and passed, clause by clause, in committee of the whole, between the second and third readings.

48. All amendments made in committee shall be reported to the Council, and by it adopted, amended or rejected, before the third reading.

49. In Committee of the Whole all By-Laws shall be read by the chairman, and be debated upon clause by clause, and severally read and submitted by the chairman.

50. By-Laws of a private nature shall be introduced by petition to be presented by some member.

51. Any member intending to make a motion to amend any existing By-Law, shall give at least one day's previous notice in writing of his intention therein.

52. When a by-law passes the Council, the Warden and Clerk shall sign it and put the date and seal of the Corporation thereon in open Council.

53. The Corporate Seal of this Council shall be in the custody of the Clerk, and shall not be affixed or impressed upon any document or instrument, except by him in the presence of the Warden, or that of the temporary chairman, or when authorized by this Council or by law.

ORDER OF BUSINESS

54. When any order, resolution or question, has been lost by the Council or Committee dissolving for want of a quorum, the order, resolution or question so lost shall after the routine business be the first business to be proceeded with, and disposed of at the next meeting of such Committee or Council.

55. At each regular meeting of this council, and at each special meeting thereof, called for the transaction of special or any business, the following shall be the order of procedure:

- 1st. Calling the Roll.
- 2nd. Reading Minutes, if any.
- 3rd. Receiving communications.
- 4th. ~~Receiving~~ Petitions.
- 5th. Receiving Reports.
- 6th. Referring matter to Committees.
- 7th. Any Special Business.

56. It shall be the duty of the Executive Committee to deal with all matters of a special nature which may be brought before the Council, which pertain to none of the other Standing Committees, and for which no Special Committee has been appointed.

57. It shall be the duty of the Executive Committee to deal with any matter between the regular sessions of this Council, when requested by the Warden; and when deemed advisable to authorize the Warden to call a Special Session of the Council.

58. It shall be the duty of all other committees to deal with all other matters which may be brought before the Council pertaining to the work for which they have been appointed.

59. It shall be the duty of the Chairman of the County Property Committee to purchase such supplies for the County Buildings as may be required between the Regular Sessions of the Council, and order payment for the same, when provision for such purposes has not already been made.

60. If on the day appointed in Rule 1, for either the second or third regular session of the Council to be held, or either of the four days following there should be in these Counties an election to the Legislative Assembly or to the House of Commons, or if any of these days should be a public holiday throughout the Province of Ontario; if it should be at the second session, the regular session

shall be at the same place and hour on the second Tuesday in June, and if it should be at the third session, the regular session shall be at the same place and hour on the fourth Tuesday in November.

61. A suspension of any rule or order of procedure shall be allowed only with the concurrence of a clear majority of the whole of the members.

62. All By-Laws now in force, affecting the rules of order and procedure of this Council are hereby repealed, and this By-Law shall come into force immediately on being signed and sealed in open Council.

[L.L.] (Signed) J. B. SAUNDERS, Warden.
WM. RICHARDSON, Clerk.

